

TAB

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Approved For Release 2001/07/16 : CIA-RDP80-00832A000400010023-7

15 February 1963

MEMO FOR: The Record

Minimal Awards Meeting held in [REDACTED] Office  
on 15 February 1963 at noon. The meeting was chaired by

STATINTL

STATINTL

[REDACTED]  
[REDACTED] attended.

STATINTL

A total of 15 cases considered.

Approved - 10 Cases for a total of \$290.00 Cash  
5 Certificates of Appreciation  
3 Letters of Appreciation

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SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 62-250: dated 11 January 1962

25X1A

[REDACTED] Electrical Engineer, GS-13  
OC, DD/S

25X1A

NOTE: The record indicates that [REDACTED] had the original idea for this invention in September 1955 and constructed the equipment 9 April 1956.

A. Summary of Suggestion

Suggester invented an electro-mechanical method for placing real-time on magnetic tape like a human being registers time - by scanning the face of the clock and showing the relative position of the hands with reference to the face of the clock.

The method employs a scanning technique requiring movement of the sensors across the time-denoting elements (hands) of the clock, or movement of the clock under the sensors. The latter approach was chosen and the sensors made stationary. The resultant pulse chain is a linear presentation of the periphery of a clock face, including the hands (pulses), with terminal points at 1200 or 2400. A series of pulse chains provides, on a second-by-second basis, the actual time an event takes place and the elapsed time between events.

B. Summary of Evaluation

Chairman, OC Suggestion Awards Panel, reported on 16 November 1962 that the case has been controversial; some thought the proposal progressive, others that its application was unnecessary or valueless. He noted that we are dealing with a fluid field because ideas are often adopted and discarded rapidly as the state of the art advances and at times it is impossible to clearly demonstrate the value of these ideas or techniques.

An evaluation dated 14 November 1962 from OSA/DDR reported:

25X1A

"A. Real time recording is presently a definite requirement. [REDACTED] basic philosophy was sound, and at the time of submission of his suggestion, was ahead of the thinking of the majority of personnel in this field.

"B. Real time recording is being done in a similar manner to that suggested. With breakthroughs in the field of digital generators, however, the state of the art has now progressed beyond that in the suggestion.

25X1A

"Considering the date of submission, [REDACTED] should be commended for thinking ahead, to say the least."

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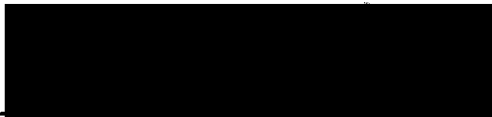
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C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. Certificate of Appreciation.

D. Decision of Chairman

25X1A

  
Chairman, Suggestion Awards Committee

15 Feb 63  
Date

*C of A*  
*15 Feb 63*  
Award

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SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 62-346: dated 4 June 1962

25X1A

[REDACTED], Electronics Specialist, GS-11  
OC, DD/S

A. Summary of Suggestion

Suggester was responsible for some handmade styli used in a Gestefax machine at a FE field station.

NOTE: Recently the FE Station's stock of styli was completely depleted as was Gestetner, Incorporated, and production was at a complete halt with little hope for immediate replacement since Gestetner must order these styli from England.

Suggester having found the same type of wire used in the styli and using the old styli holders, made new, usable styli. The reproduction unit went back to press with the handmade styli, which have turned out to be better and longer lasting than the English-made Gestetner styli.

B. Summary of Evaluation

25X1A

25 April 1962 the Acting Chief of Station [REDACTED] reported that the suggester through his ingenuity and resourcefulness in devising a method for making the styli not only helped fulfill the reproduction unit's immediate requirements but also helped to reduce the Station's reproduction costs.

23 July 1962, OL noted that the suggestion does seem to have merit and asked that the cognizant area desk review the suggestion and that if consumption figures were correct, an award be made.

25X1A

30 July 1962 [REDACTED] Station was requested to tell us how many stencils were produced a week and to investigate the Gestetner machine.

25X1A

13 September 1962 [REDACTED] reply noted that the machine has given little or no trouble and reported using 5 styli per week or approximately 260 styli per year.

This last reply indicated that the savings of the styli were nominal and did not total \$50.00 in a year.

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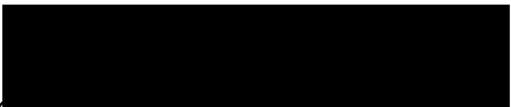
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D. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$25 Award based on Intangible Benefits (SLIGHT/LIMITED).

D. Decision of Chairman

25X1A

  
Chairman, Suggestion Awards Committee

  
Award

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SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 62-372: dated 13 June 1962

STATINTL

[REDACTED] Librarian, GS-11  
OCR, DD/I

A. Summary of Suggestion

Suggester proposed the use of error cards in the CIA Library catalog. These cards notify the professional cataloguer of the errors noted by readers and make future corrections possible.

B. Summary of Evaluation

Assistant Director, OCR, noted that the suggestion, although not new in itself, does establish an effective communications link between the Library and its customers.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. Certificate of Appreciation.

D. Decision of Chairman

STATINTL

[REDACTED]  
Chairman, Suggestion Awards Committee

*C of A*  
Award

*15 Feb 63*  
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SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

STATINTL

SUGGESTION NO. 63-5: dated 25 July 1962

[REDACTED] Intelligence Officer, GS-14  
OSI, DD/I

A. Summary of Suggestion

Suggester proposed the use of a standard size baked enamel paint angle clip to be used in hanging maps and pictures on the interior partitions of offices in Headquarters. Suggested clips will not scratch paint, or rust. They are neater than the crude tin clips presently used.

B. Summary of Evaluation

OL reported that the General Services Administration has the responsibility for the mounting of pictures, charts, maps, etc., in the Headquarters Building and the Public Building Services has every size angle metal clip imaginable; the only contribution made by the suggester was the painting of these clips.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$15 Advisory Award based on Intangible Benefits (SLIGHT/LOCAL).

D. Decision of Chairman

STATINTL

[REDACTED]  
Chairman, Suggestion Awards Committee

*C. H. A.*  
Award

*15 Feb 63*  
Date



SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 63-50: dated 11 September 1962

STATINTL

[REDACTED] Operations Officer, GS-7  
SR, DD/P

A. Summary of Suggestion

STATINTL

Suggester proposed that a regulation similar to [REDACTED] "Employee Conduct" be designed and prepared for contract employees to read at least twice each year as a reminder of their responsibilities and obligations while under contract to this Agency.

B. Summary of Evaluation

STATINTL

7 November 1962 OP reported that [REDACTED] "Employee Conduct" is intended to apply to all employees of the Agency, including contract employees. A regulation or handbook on employee conduct expressly for contract employee is, therefore, not required.

Since it is possible that the above has not been clearly understood, Agency procedures for assuring that contract employees read the Handbook have not been systematically established. It has now been agreed to establish such procedures, particularly for individuals holding Type "A" contracts and dependents working as contract employees at overseas stations and bases.

The suggestion has served a useful purpose in that it has focussed attention on certain procedural gaps which will be corrected.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$20 Award based on Intangible Benefits (SLIGHT/LIMITED).

D. Decision of Chairman

STATINTL

[REDACTED]  
Chairman, Suggestion Awards Committee

\$15.00

Award

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SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

25X1A  
25X1A

SUGGESTION NO. 63-66: dated 1 October 1962

[REDACTED], Publications Officer, GS-14  
[REDACTED] Illustrator, GS-12  
NPIC, DD/I

A. Summary of Suggestion

1. Suggesters proposed that the Varityper equipped with the new #1900 ribbon be used to type on matte acetate film, the common medium for carrying "stick-up-type". Since the Varityper is frequently available within areas doing cartographic and illustrative work it would be a simple matter to have available fonts for the commonly used styles and sizes of type. When a word or group of words is needed to match a given style of type, these words could be immediately typed on the matte acetate film which would then be coated with adhesive wax on the back, using at the minimum a hand waxing device. The words or phrases are then cut out, placed exactly where needed on the art work, and burnished down. They may be easily removed if necessary without damage to the original art work, and corrections are consequently easily accomplished.

2. There has always been a problem in obtaining "stick-up-type" on short notice. Presently, shops engaged in cartographic and other illustrative type work keep stocks of odds and ends of words and letters in their commonly used type-styles in order that they may make up new words as the occasion demands. This is done by actually piecing together letters or groups of letters to form the new word or phrase. This is obviously a slow and time-consuming process.

There are numerous other graphic shops that use little or no stick-up-type because there is no available source, due to the security implications attached to certain place names, words, and phrases; because the shops operate on short deadlines and their produces are so diverse that it is impossible to keep an inventory of type; or because there is a geographic separation from a printing facility.

B. Summary of Evaluations

17 October 1962, Chief, Publications Division, NPIC, reported that the system outlined in this suggestion has been in force in this Division for several weeks.

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B. Summary of Evaluations (Cont'd)

24 October 1962, Chief Visual Aids Section, OTR noted that the Varityper Corporation has come out with a new ultra black ribbon to be used on their machine which will type on several materials including acetate. Further that a demonstration of the new ribbon (#1900) was given at Cameron Station and successful in terms of producing Vu-graph slides using the ribbon to type on acetate. This proposal represents an application of a manufacturers item. It demonstrates initiative and constructive thinking on the part of the suggester and is certainly worthy of merit.

2 November 1962, Chief, Visual Aids Unit of SSA/DDS, reported that the method suggested, has been in use in this art shop for many years. The notification (prior to publication in trade magazines) of a new or better quality ribbon is of value to the graphic arts. The suggesters recommendation as to the application of a new manufacturer's item and his awareness of a better product is worthy of merit.

19 November 1962 OL reported the suggester deserves a commendation for knowing about the new #1900 ribbon since it has been on the market only 1½ weeks.

21 December 1962, Chief, Cartography Division, ORR reported that since the availability of the #1900 Varityper ribbon, D/GC has found it quite effective and approximately 50% of the type requirements of GC/X are currently met by the Varityper with the #1900 ribbon. Knowledge that the new ribbon was commercially available deserved being brought to the attention of units in CIA that have limited type requirements.

C. Recommendation of Executive Secretary

1. Considered to be line-of-duty in immediate office; however, bringing this item to the attention of other offices is not part of the duties of the two men.
2. \$40 Award based on Intangible Benefits (SLIGHT/LIMITED) for advantages accruing to offices outside of NPIC.

D. Decision of Chairman

  
Chairman, Suggestion Awards Committee

\$ 40.00  
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SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 63-67: dated 3 October 1962

STATINTL

Compt., O/DCI

Payroll Supervisor, GS-6

A. Summary of Suggestion

Suggester proposed and designed a check cancellation form. The form is efficient - it expedites accounting; it is a control mechanism; it eliminates clerical duplication of efforts and is specially valuable when the payclerk who originated the action is absent.

B. Summary of Evaluation

28 December 1962 Comptroller's Office reported they have adopted this suggestion. The volume of paychecks (about 50) which must be held each bi-weekly period pending some action or for cancellation fully justifies the preparation of a special form. The form will provide a fast and accurate means for setting aside paychecks which cannot be released and will indicate the reasons for not releasing the checks and will enable the check-distribution clerk to respond promptly to inquiries concerning the individual's paycheck. Sufficient information will be provided on the form for any payclerk to prepare the schedule of cancelled checks, when such action is required. The advantages of the use of a form are especially apparent when the payclerk who initially authorized the hold or cancellation action is absent and questions must be answered or final action taken with respect to such paycheck.

The suggested form cannot be used in the confidential funds payroll operation because this office already has a form for this purpose and because of its different method of operation.

NOTE: Upon inquiry of Comptroller's Office on 18 January 1963, a test form is presently in use to determine whether any additional changes are necessary.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$50 Award based on Intangible Benefits (SLIGHT/LIMITED).

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D. Decision of Chairman

STATINTL

[REDACTED]

Chairman, Suggestion Awards Committee

\$50.00  
Award

15 Feb 63  
Date

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

STATINTL

SUGGESTION NO. 63-76: dated 18 October 1962

[REDACTED]  
OO/C, DD/I

GS-15

A. Summary of Suggestion

Suggester proposed that classified documents be carried in a plastic type executive portfolio suitably altered to use a railroad car seal for sealing purposes, and to carry the return instruction message.

The method suggested has the following advantages:

1. Low cost in small quantities,
2. Weatherproof,
3. Resists rough handling or accident damage,
4. Documents cannot be removed from portfolio without knowledge,
5. Portfolio is sealed and message attached in one operation,
6. Controlled seal numbers indicate owner of lost portfolio and make undesired duplication more difficult,
7. Portfolio expands to handle bulky documents,
8. Notes and documents can be carried in same portfolio,
9. Same portfolio can be used for normal use or by more than one facility requiring different return instructions,
10. Seals are easily cut with scissors, and additional seals can be easily carried,
11. Psychological effect upon person carrying classified documents and upon person finding a lost portfolio.

B. Summary of Evaluation

Executive Officer, CD/OC, noted on 25 October 1962 that OC intends to use this in all field offices. Further, it seems this method of carrying classified documents might have applied to other elements of CIA including OS and to other agencies in the government having similar problems.

Chief, Liaison Officer, OCR reported 1 November 1962 that the consensus of the Liaison Officers is that the sealed briefcase system would be of less than no value to their type of liaison operations. Because of the number of calls usually made in a given agency on one day, it would be extremely awkward to open and reseal the briefcase on each call.

Chief, Physical Security Division, OS on 9 January 1963 disapproved for adoption. However, they recognized some merit and said it could be adopted in special situations such as limited use in [REDACTED] field activities.

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C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. Certificate of Merit.

D. Decision of Chairman

STATINTL

  
Chairman, Suggestion Awards Committee

C. A  
Award

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SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

STATINTL

SUGGESTION NO. 63-83: dated 19 October 1962

[REDACTED]  
RB/OSA, DD/R

Info. Control Asst., GS-7

A. Summary of Suggestion

Suggester proposed that: (1) The fire cabinets in the Headquarters Building be painted red and the door be identified as "Fire Equipment" to help distinguish them from the grey painted walls and telephone junction boxes, and (2) Instructions be posted over each fire alarm box. (Presently there are no instructions or identifying marks above the fire cabinets to assist in the location of this equipment.)

B. Summary of Evaluation

The CIA Safety Officer reported that the first part of this suggestion is meaningful; the hose cabinets are not readily distinguishable. He recommended that signs be used instead of painting the cabinets.

In lieu of posting the printed instructions as suggested, the Safety Staff has instructed the Warden Organization regarding the use of the fire alarm boxes and directed these individuals to brief appropriate personnel in their respective areas.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$20 Award based on Intangible Benefits (SLIGHT/LIMITED).

D. Decision of Chairman

STATINTL

[REDACTED]  
Chairman, Suggestion Awards Committee

\$20.00  
Award

15 Feb 63  
Date



SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

STATINTL

SUGGESTION NO. 63-92: dated 31 October 1962

[REDACTED] Foreign Documents Officer, GS-9  
OO, DD/I

A. Summary of Suggestion

Suggester proposed that adhesive be applied to the bottom surfaces of the rear floor mats of the station wagons to prevent possible tripping of passengers.

B. Summary of Evaluation

OL reported 28 December 1962 that action prompted by this suggestion has been taken by placing a metal strip over the seams of the floor mats. This will eliminate hazards to passengers while getting into or out of the vehicles.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$20 Award based on Intangible Benefits (SLIGHT/LIMITED).

D. Decision of Chairman

STATINTL

[REDACTED]  
Chairman, Suggestion/Awards Committee

\$20.00  
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SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

25X1A  
25X1A

SUGGESTION NO. 63-97: dated 7 November 1962

[REDACTED] Carpenter W-B

[REDACTED] DD/S

A. Summary of Suggestion

Suggester proposed that all glass surfaces in the [REDACTED] for kitchen and serving equipment, when broken, be replaced with Tempered Safety Glass such as the Pittsburgh Plate Glass Company product called Herculite.

25X1C

This glass is designed for rough surfaces, and has the following extra features:

- (1) It will support four times as much as ordinary glass of the same size.
- (2) It will bend four times as far without breaking.
- (3) It resists temperatures varying as much as 500° between two sides.
- (4) It does not shatter into sharp fragments, but disintegrates into small blunt edged pieces upon terrific impact.
- (5) It resists impact forces up to eight times as high as ordinary glass.

B. Summary of Evaluation

25X1A

Chairman, [REDACTED] Suggestion Committee, reported on 30 October 1962 that this suggestion had been adopted and the Committee was in full agreement on the merits of this suggestion.

25X1A

[REDACTED] has been using safety glass in the [REDACTED]

25X1C

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$25 Award based on Intangible Benefits (SLIGHT/LIMITED).

D. Decision of Chairman

25X1A

[REDACTED]  
Chairman, Suggestion Awards Committee

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SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 63-98: dated 7 November 1962

25X1A  
25X1A

DD/S

A. Summary of Suggestion

Suggester concocted a formula for textured paint to cover extremely rough or uneven surfaces because the commercial products are not always readily available to him. The formula uses standard stock items from shop supplies, can be mixed easily, and produces a harder surface than commercial items. It can be readily tinted to color desired and since it is a water mixed base, it can be reused or retinted.

This paint saves time, material, money, and simplifies work.

B. Summary of Evaluation

25X1A

Chairman [REDACTED] Suggestion Committee reported on 30 October 1962 that the suggestion has been adopted to a limited degree. Although this suggestion concerned a product which is available commercially, the use of his formula represented ingenious thought and conscientious effort on the part of the suggester. It has produced good results, particularly in the repainting of older quarters where it effectively covers uneven or rough surfaces, hides cracks, etc.

Suggestion is not of value to other installations such as [REDACTED]

25X1A

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$20 Award based on Intangible Benefits (SLIGHT/LIMITED).

D. Decision of Chairman

25X1A

[REDACTED]  
Chairman, Suggestion Awards Committee

\$20.00  
Award

15 Feb 63  
Date

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

STATINTL  
STATINTL

SUGGESTION NO. 63-108: dated 15 August 1962  
[REDACTED] Storekeeper, GS-7  
[REDACTED], DD/S

A. Summary of Suggestion

Suggester proposed the following procedural changes for obtaining minor automotive maintenance parts at [REDACTED]

STATINTL

- (1) The Procurement Officer will order parts "AS REQUIRED" by telephone upon request from the Truck Master.
- (2) The [REDACTED] Warehouse will no longer stock minor automotive maintenance items. Only a small stock of such items will be maintained in the Motor Pool within the monthly allowance authorized for automotive maintenance.
- (3) The Procurement Officer will provide a single monthly Procurement Order Number for each vendor and forward the monthly billing and consolidated receiving document to the Finance Officer for payment.

STATINTL

B. Summary of Evaluations

[REDACTED] reports the suggestion was adopted and placed into effect on 4 September 1962 with the following savings:

- a. Storage Space - approximately 100 cubic feet.
- b. Man hours - about 135 annually.
- c. Elimination of the processing of at least 100 documents annually.

STATINTL

[REDACTED] Suggestion Awards Committee reports approximate tangible savings of \$350 per year but states there are many intangible benefits and rates the contribution as MODERATE/LIMITED.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$50 Award based on both Tangible and Intangible Benefits (MODERATE/LIMITED).

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D. Decision of Chairman

STATINTL

[REDACTED]

Chairman, Suggestion Awards Committee

15 Jul 62

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SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

25X1A

SUGGESTION NO. 63-130: dated 16 January 1963  
[REDACTED] Clerk, GS-6  
[REDACTED] DD/S

25X1A

A. Summary of Suggestion

Suggester proposed the installation of an alternator on the electrician's truck to supply current for a 110 volt outlet and sealed beam light for night repairs on high lines and for use during other emergencies.

B. Summary of Evaluation

25X1A

Chairman, [REDACTED] Suggestion Awards Committee, reported on 30 November 1962 that this suggestion has been adopted and the alternator has been installed at a cost of \$200. This suggestion contributes to the safety of the personnel.

25X1A

CIA Safety Officer on 21 January 1963 concurred with the [REDACTED] evaluation.

C. Recommendation by the Executive Secretary

1. Not in line-of-duty.
2. \$25 Award based on the Intangible Benefits (SLIGHT/LIMITED).

D. Decision of the Chairman

25X1A

[REDACTED]  
Chairman, Suggestion Awards Committee

*\$ 25.00*  
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SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

25X1A

SUGGESTION NO. 63-137: dated 3 January 1963

[REDACTED] Research Officer, GS-13  
OS, DD/S

A. Summary of Suggestion

Suggester proposed that an additional category be added to the "Office of Security Interrogation Research Division Information Flag Sheet" identifying the person or persons who referred or recommended the applicant to the Agency for employment.

B. Summary of Evaluation

Chief, Interrogation Research Division, noted that the additional category will be incorporated into the current form and that the value of the suggestion is "slight".

Chief, Personnel Security Division, reported that the suggestion is not actually one of revising a form; rather it is one of revising a procedure reported in a form.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$25 Award based on Intangible Benefits (SLIGHT/LOCAL).

D. Decision of Chairman

25X1A

[REDACTED]  
Chairman, Suggestion Awards Committee

*CYP*  
Award

*15 Feb 63*  
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